



## **Job Posting**

### **Position Title:**

Executive Assistant, Office of the Chief Operations Officer

### **Reports To:**

Dr. Kathleen Airhart, Deputy Commissioner and Chief Operations Officer

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

### **Position Description:**

The office of the chief operations officer at the Tennessee Department of Education is seeking an individual to serve as the executive assistant to the chief operations officer. The executive assistant works closely with the chief operations officer to ensure effective support for leading the department in achieving its ambitious operational goals and strategic priorities. The executive assistant will support the chief operations officer and the department as a whole through both direct action and coordination with others. The executive assistant will take on day-to-day logistics and support for the chief operations officer and will also work closely with operational department leaders to ensure department-wide coordination, culture-building, and operational efficiency and effectiveness.

### **About the Department**

The Tennessee Department of Education operates with this vision: districts and schools in Tennessee will exemplify excellence and equity such that all students are



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equipped with the knowledge and skills to successfully embark upon their chosen path in life. Guided by the department's five-year strategic plan, [\*Tennessee Succeeds\*](#), the department has set three ambitious goals:

- Tennessee will rank in the top half of states on the National Assessment of Educational Progress (NAEP), or the nation's Report Card, by 2019.
- The average ACT composite score in Tennessee will be a 21 by 2020.
- The majority of high school graduates from the class of 2020 will earn a postsecondary certificate, diploma, or degree.

### **Specific Position Responsibilities:**

Below is a list of responsibilities that—while not comprehensive—provides an overview of the duties of the executive assistant:

- Supporting logistics, planning, and communications around special initiatives and partnerships
- Maintaining internal team finance information
- Supporting the Executive Director of Data Governance in the collection, maintenance, and reporting of internal data requirements
- Supporting the Special Projects Director for Special Schools with administrative responsibilities, including supporting travel planning and needs
- Supporting the Executive Director of Operational Strategy with special projects planning and execution
- Scheduling and attending meetings and ensuring the chief operations officer has all necessary information and materials for upcoming meetings, travel, or speaking engagements

### **Qualifications:**

The candidate should have a bachelor's degree or equivalent experience with preference toward individuals with at least two to three years of relevant work



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experience. Experience in K-12 education is preferred.

The following are preferred qualifications for the executive assistant to the chief operations officer:

- Ability to work in a fast-paced environment balancing multiple ongoing projects, both large and small, at the same time
- Willingness to be flexible given competing priorities and tight deadlines
- Ability to take initiative and be proactive in solving problems
- Strong interpersonal and communication skills necessary to interact and develop relationships with a diverse array of internal and external stakeholders, including district personnel
- Exceptional organization and attention to detail
- Excellent oral and written communication
- Ownership of results, with a standard for excellence

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**



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Please e-mail a cover letter, resume, and three professional references to Sam Percy, Executive Director of Operational Strategy, at [Sam.Percy@tn.gov](mailto:Sam.Percy@tn.gov). Applications should be submitted by August 23rd.

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*